

(APPLICATION FOR STUDENT PASS RENEWAL)

PROCESS	NOTES
<pre> graph TD Start([Start]) --> Step1[The Student must be alert on his / her student pass expiry date. (NOTE 1)] Step1 --> Step2[The Student makes a payment of visa fee (NOTE 2)] Step2 --> Step3[The Student submits all the documents required to International Office UMP (NOTE 3)] Step3 --> Step4[The documents will be processed for approval (NOTE 4)] Step4 --> Step5[The student may use the application tracker on EMGS website to keep track of the application status after 30 working days of submission of hardcopy documents to International Office, UMP] Step5 --> Decision{PASS} Decision -- NO --> Step6[The student contact International Office for more details] Decision -- YES --> Step7[The International Office will contact the student through email / phone for submission of original passport to International Office] Step7 --> Step8[The Student submits original passport to International Office for student pass sticker endorsement] Step8 --> Step9[The Student will be given a Student Pass sticker on his/her passport] Step9 --> End([End]) </pre>	<p>NOTE 1 : Application for renewal must be made within three (3) months before current pass expiry date. For application submission less than 2 months from the pass expiry date will be charged a sum of fine of RM500 per application</p> <p>NOTE 2 : 1) VISA FEE TO EMGS ACCOUNT (EMGS PROCESSING FEE + INSURANCE): Payment by Cheque/ Bank Draft / Bank Transfer Payable to: EMGS Escrow Account 1 Account Information: Account Number: 514057662341 Swift Code: MBBEMYKLXXX Bank: MALAYAN BANKING BERHAD (MAYBANK) Bank Address: Lot 1.01 Ampang Park Jalan Ampang 50450 Kuala Lumpur, Malaysia</p> <p>2) VISA FEE TO UMP ACCOUNT (UMP & IMMIGRATION DEPARTMENT VISA FEE) : Payment by Maybank ATM Machine / M2U / Debit Card / Credit Card at UMP Student Finance Unit Counter A) Maybank ATM Machine Insert your Maybank ATM Card at any MAYBANK ATM Machine, Select menu : PAYBILLS, Select Registered Payee Corp , Enter Amount, Select Current / Savings Account, Select your bill : UNIVERSITI MALAYSIA PAHANG, Message Prompt ' CONTINUED' : YES, Keep your receipt for future reference B) M2U Maybank Login MAYBANK2U, Select BILL PAYMENT, Select MAKE A ONE OFF PAYMENT, Select PAYEE BY CATEGORY > EDUCATION & EDUCATION LOANS, Select COMPANY > UNIVERSITI MALAYSIA PAHANG, Enter :- i) Payment Amount, ii) IC Number / Passport, iii) Phone Number, Print the statement, Keep your statement for future reference</p> <p>NOTE 3: a) Student Declaration & Checklist Form b) A copy of Online Application Receipt c) A copy of UMP offer letter d) A copy of ALL pages of passport in a form of certified true copy *(with validity of more than 12 months) e) 2 passport size photographs with blue background (3.5cm x 5cm) **Please read EMGS specifications f) A copy of Sponsorship Letter / Tuition Fee Payment Receipt g) Proof of payment of visa fees i) Payment to EMGS Account ii) Payment to UMP Account</p> <p>Undergraduate Students : A) A copy of verification letter with attendance report (80% attendance) B) A copy of latest academic result (CGPA 2.0 and above)</p> <p>Postgraduate Students : A) A copy of verification letter B) A copy of academic result for coursework student / progress report for research student</p> <p>NOTE 4 : The documents will be processed at International Office UMP and submitted to the EMGS to obtain the supporting letter. The whole process will take up to 90 working days upon receipt of the complete hardcopy documents. EMGS and the University may request additional documents from you in this period, and delays in submitting the requested documents may affect your VAL issuance.</p>